Early On® Oakland Periodic Review Directions

PURPOSE: This form is to be used to document the degree to which progress toward results or outcomes identified on the IFSP has been made.

***NOTE**: Early On® requires that a review of the IFSP is conducted at least once every 6 months, but may occur sooner, if needed. The review must determine the progress made toward achieving the results or outcomes identified on the IFSP and whether modifications or revisions of the results, outcomes, or early intervention services are necessary. The review may be carried out by a meeting or another means acceptable to the parent. The parent and the Service Coordinator must participate, although others may be invited if conditions warrant.*

Background Information

Record child's legal name and date of birth in the spaces provided.

Date of most current IFSP: Record the date of the last IFSP (as noted in the Important Dates and Service Coordination section on page 1 of the IFSP.)

Date of Periodic Review: Identify the date the review occurred. The review must take place within 6 months of the date of the most current IFSP.

Date written invitation to Periodic Review provided: Check the box to identify the method in which the Service Coordinator invited participants to the Periodic Review. There is no required number of days an invitation must be provided in advance of the Periodic Review. Documentation of the invitation must be kept. The invitation does not have to be formal, but it does have to be in writing.

Periodic Review Requirements

***NOTE:** This section must be completed. Every outcome on the current IFSP must be reviewed. A brief summary should appear in the middle (second) column documenting progress for EVERY outcome. Only those outcomes that have been completed, or need to be revised, need to have comments in the third column.*

Outcome #: Transfer the number assigned to the outcome on the IFSP (page 4) to this column.

Progress Toward Measurable Outcome Criteria: Document any relevant comments regarding the child's progress here.

Description of Revisions to Outcomes Needed: Any necessary modifications or revisions of the results or outcomes, as identified in the IFSP are documented here. If it is determined that outcomes should be modified or revised, document in the space provided for that particular outcome number. Using Summary of Modifications form (page 2 of Periodic Review) develop additional outcome(s) and attach to the back of the current IFSP. When new outcomes are added, continue numbering in a sequential fashion from those identified on the current IFSP

Discussed changes in family priorities, resources or concerns: Check "yes" or "no" to

document if major changes to family priorities, resources or concerns have been identified since the last IFSP meeting.

Early On® Oakland Periodic Review Directions (Continued)

Optional Periodic Review Activities

NOTE: *This section is optional. Only complete if changes to services, outcomes and/or Transition Plan were necessary during a Periodic Review. Parent consent and signature is* ***ONLY*** *required if early intervention services are changing*.

Revised or added an outcome: Check the appropriate box indicating if modifications to existing outcomes were necessary.

Modified Early Intervention services (frequency, intensity, duration, method or location): Check the appropriate box indicating if modifications to existing services were necessary.

Developed a Transition Plan: Check the appropriate box indicating if a Transition Plan was developed as part of this Periodic Review.

If all 3 boxes in the Optional Periodic Review Activities are checked "No" the Periodic Review is complete. Fax this form to Oakland Schools at 248.209.2522.

If "Yes" is checked for any of the above options, follow the prompts identified in that row. Complete the corresponding portion of the Summary of Modifications form (page 2 of the Periodic Review.) Directions for Summary of Modifications form – page 2 of the Periodic Review are below.

Early On® Oakland Periodic Review – Summary of Modifications – page 2

Record child's legal name, date of birth, and date of the periodic review meeting in the spaces provided.

Modification in Outcomes and Modifications in Services: Indicate whether modifications are being made to outcomes and/or services by checking "yes" or "no" in both sections. **Summary of Modifications - page 2 is ONLY required if at least one box in this section is marked "YES." If both boxes are "NO," this page does not need to be included in the Periodic Review**.

Section 1: Modifications to Outcomes

Complete this section only if "YES" is checked in the Modifications in Outcomes above. If "NO" is checked, leave blank.

NOTE*: If MODIFYING an existing outcome, transfer the number from the current IFSP to*

one of the lines in the measurable outcomes section. If ADDING an outcome, number by adding on sequentially from the last number identified on the current IFSP.

Present Status: Briefly describe the child's or family's present situation as it relates to the stated outcome.

Measurable Outcome: This is a statement about what the family wants to see change as a result of early intervention services and how the parent(s) and service providers will know progress has been made. An outcome statement must have four parts:

1. Who (person targeted): The person the goal is written for (i.e., child or family.)
2. What (behavior): The action the person will do to complete the goal. It should be observable.
3. How (criteria): The conditions under which the learning will take place.
4. When (timeline): The date by which the goal will be met.

Write each outcome in understandable language using the parent's words as much as possible. Be sure to include all four parts in the development of the outcome statement.

Early On® Oakland Periodic Review Directions (Continued)

Modifications to Outcomes (Continued)

Criteria: Criteria determines at what level the skill is to be achieved and how it is to be measured. This describes how well or how often the person will have to do the behavior so it is known that the outcome was achieved. Performance criteria can be written in terms accuracy rate, achievement level or other.

Procedures: The procedures describe by what method achievement is measured, or how achievement will be documented. Multiple procedures can be identified.

Time Frame: Over what period of time the skill or outcome is expected to be achieved.

Section 2: Modifications in Early Intervention Services

Complete this section only if "YES" is checked in Modifications in Services above. If "NO" is checked, leave blank. No further action is required.

Michigan Special Education Service: Identify the Michigan Special Education services that the child will receive. This list should not include options to consider, but rather the services that the child will receive. For every service identified, every column in the service table must be filled out. Include the title and rule number of the specific Special Education program or related service as determined by the IFSP team. Use the following program and service codes as a reference. Be sure to include 1832(e) as well so that the district will be able to count the hours the child is serviced during the summer months and/or if the child receives less than 72 hours of service per year.

Early Intervention Service: The IFSP **must** include a statement of the specific Early Intervention Services identified in section 303.13 of the Federal regulations. Therefore, it is necessary to **also** include the appropriate Early Intervention Service in the box that describes the Special Education service or program the child is receiving. Do not make a separate row for the early intervention service code as this gives the impression that the services are cumulative or in addition to the special education services.

Both the Michigan Special Education and the Early On® Service Code should appear

in the same box. Occasionally, there is not an equivalent Michigan Special Education code (such as for audiological services.) In that case, it is acceptable to select just the Early On® service code.

Identify end date of any service(s) currently identified on existing IFSP that will no longer be provided: If any services on current IFSP will be discontinued, transfer that service number and the end date into the space provided below. It must be very clear what services children and families are entitled to during exact periods of time in the event of a record review or audit.

Parent Consent: Parent should check the appropriate boxes indicating whether or not they have had their rights explained to them and consent to the provision of early intervention services.

If parents do not consent, they may check the last box indicating they do not consent to the provision of early intervention services.

Parent must sign and date the Periodic Review – Summary of Modifications – page 2 in the space provided if services have been modified. If there are no changes in services, parent signature is not required.

Please fax the Periodic Review form and Summary of Modifications – page 2 to Oakland Schools at 248.209.2522.

If changes were made to Early Intervention services, determine if the district student support services administrative assistant needs a copy. If so, develop a system for communicating pertinent information internally.